

**OFFICE OF THE STATE COMPTROLLER
NOTICE OF VACANCY
PAYROLL OFFICER 1**

PLEASE FOLLOW THE SPECIAL APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Exam Certification List
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: #609
Hours: Full-Time/40 hours per week
Salary: \$57,997 (AR21) – Starting Annual Salary
Closing Date: **Thursday, February 20, 2013 - Application materials must be received by 5:00 p.m. by this date.**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Payroll Officer 1** position within the Human Resources Office of the Management Services Division (MSD). The successful candidate will be accountable for independently performing a broad range of payroll functions.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the **Payroll Officer 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES: The primary responsibilities of this position include, but are not limited to the following: Independently performing all of the payroll functions for the employees in the Office of the State Comptroller; process accurate and timely biweekly payments; process employee benefits and benefits billing in CORE-CT; maintain employee data in the CORE-CT System, including processing of new hires, terminations, status changes, tax changes, rate changes, deduction and direct deposit changes; maintain payroll records and timesheets; monitor compensatory and sick leave time; ensure accurate payments and deductions; research inquiries regarding payroll related information (i.e. accrual balances, deductions, and copies of W-2 forms); calculate retroactive adjustments, final check payments and prepare reports and correspondence; in addition, this position will process and maintain the Workers' Compensation benefits and claims reports; prepare retirement applications; maintain longevity records, coordinate employee benefits activity events (i.e. Open Enrollment, Deferred Compensation, Supplemental Insurance); assist with the FMLA reporting process; participate with the Employee's Orientation Program, act as a liaison with other operating units; review accuracy of payroll including shift differential payments, annual increases, collective bargaining increases; reconcile payroll deductions and coding of payroll expenditures; answer employee questions relating to payroll; compile payroll expenditure data for budget preparation; provide information and process paperwork regarding employee fringe benefits and perform other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- Familiarity with the Core Security Process/Maintaining Time and Labor Groups;
- Ability to prioritize assignments;
- Excellent organizational skills;
- Strong analytical and problem-solving skills;
- Excellent oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Experience using PeopleSoft IT Software and/or the State's CORE-CT System;
- Strong computer skills in the following areas: creating reports in CORE-CT Payroll and EPM modules, Microsoft Word and Excel;
- Knowledge of and experience interpreting collective bargaining contracts;
- Experience with Self-Service Time Reporting in CORE-CT;
- Experience with benefits administration in CORE-CT which includes: open enrollment, benefits billing, COBRA notification and modification to dependent coverage;
- Excellent presentation skills.

APPLICATION INSTRUCTIONS:

Note: The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, Three (3) Letters of Professional References from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12) – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf (Please indicate the job posting number on the application form). State employees must include copies of their last Three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Management Services Division-Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax: (860) 702-3324
Email: OSC.HR@ct.gov**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.